

**EDUCATING FOR FREEDOM IN SCHOOLS  
SITE COORDINATOR  
JOB DESCRIPTION**

**Organization Description**

Educating for Freedom in Schools (EFIS) is a public 501(c)(3) youth development organization. EFIS's mission is to provide integrated educational enrichment that builds literacy, social understanding, and parent engagement skills to create successful children, strong leaders, and great communities. Our vision is that all children in Kalamazoo County fulfill their full potential in life through access to, and preparedness for, a college education, lifelong learning, leadership, and citizenship. EFIS is guided by the Children's Defense Fund (CDF) Freedom Schools® best practices model for literacy, youth leadership development, cultural enrichment, parent empowerment, civic engagement, social action, and health and wellness. In June 2011, Harvard Family Research Project released a report called "Year-Round Learning: Linking School, Afterschool, and Summer Learning to Support Student Success". The CDF Freedom Schools® program was one of 14 innovative national programs highlighted that have demonstrated success in providing quality learning opportunities for youth. EFIS menu of services includes CDF Freedom Schools® summer and afterschool programs, culturally relevant mentoring, and parent and youth leadership as core services. We target Eastside, Edison, and Northside youth and their families.

**Position Summary**

EFIS seeks an experienced, competent and passionate individual to coordinate summer literacy for school age youth and their caregivers. As Site Coordinator, this individual will be responsible for the implementation of a CDF Freedom Schools® summer youth program. The program will operate from June 18-August 3, 2012.

**RESPONSIBILITIES**

**CDF Freedom Schools®:**

- Recruit and hire, in partnership with the Program Director (PD), summer Servant Leader Interns (SLI's) (lead teachers) and Jr. Servant Leader Interns (JSLI) (assistant teachers, between the ages of 16-18)
- Manage the day-to-day activities of the site
- Ensure classroom/site set-up pre and clean-up post program
- Orient SLI and JSLI staff pre national training with PD and ED
- Implement a teambuilding training pre national training for all staff with the PD
- Ensure that appropriate summer afternoon activities are designed and implemented with support from the PD
- Work with PD on organizing national Social Action Day activities
- Comply with all necessary steps as required by the State of Michigan in order to obtain childcare licenses for all CDF Freedom Schools® summer programs, and as requested by the PD or ED
- Attend and organize one summer CDF Freedom Schools® parent meeting per week

- Observe CDF Freedom Schools® SLI classrooms at a min. of 3x per week on a rotating basis
- Provide individual coaching support to SLI's congruent with observations
- Attend one debriefing per day
- Take pictures daily to document the CDF Freedom Schools® experience
- Organize a process for orienting youth to the CDF Freedom Schools® model, as well, build relationships between scholars and SLI's
- Ensure attendance is taken and documented daily, along with guest sign in sheets
- Organize process of effectively engaging youth in Harambee
- Develop a well documented leadership model in partnership with the SLI's and SJLI's for Level 3 and Level 4 scholars
- Ensure that evaluation plans are executed as outlined in partnership with the PD
- Develop written processes identifying all program activities during program operation (e.g. guest readers, afternoon activities, finale', etc.).
- Communicate in a timely fashion with PD about snack/refreshment/supply needs

### **Marketing/Outreach:**

- Create and implement recruitment strategies for scholars
- Create recruitment and orientation packets for respective and accepted families with the PD
- Conduct an open house with the PD and ED for participating families
- Foster relationships among local schools, universities, businesses and other community youth and education programs to enhance the CDF Freedom Schools® program in partnership with the PD
- Be aware of available family and literacy supports and refer families as necessary for appropriate resources/services
- Track all referrals in Excel spreadsheet

### **Organizational:**

- Attend weekly and/or bi-weekly staff meetings with ED and PD

### **Programmatic:**

- Coordinate and implement, in partnership with the PD, SLI's and JSLI's a "college going culture" in CDF Freedom Schools® youth programming
- Work with the local colleges and universities to secure interns to assist with the oversight and implementation of CDF Freedom Schools® in partnership with the PD
- Secure in-kind donations for EFIS programs on an ongoing basis with the PD
- Develop an e-file of site inventory for accurately tracking EFIS inventory in partnership with PD

### **Reporting:**

- Submit weekly activity/progress report to PD
- Prepare an end of the summer narrative report on all activities as well as periodic program evaluation reports and recommendations s requested by the PD or ED

- Write reports & submit all documentation needed to funders as assigned by the PD or ED
- Create, maintain, and update files as needed on scholars in partnership with the PD
- Document and report any suspected abuse or neglect of scholars to the Department of Human Services

**Supervision:**

- SLI and JSLI staff supervision
- Supervise recruited interns and volunteers as needed

**Training:**

- Attend national PD and SC training on Feb. 27-30, 2012
- Attend national SLI and SC training from June 1 - 10, 2012
- Attend additional training as identified by the PD
- Develop local training for SLI's and JSLI's with the PD

**Qualifications**

**Skills and Experience**

- Preferred Bachelor of Arts Degree in Family Life Education, Psychology, Sociology, Social Work, Education, or related field; Associates Degree or a min. of two years of college may be accepted based on appropriate experience;
- At least one year coordinator experience in a youth services, family support or K-12 educational setting;
- Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development;
- Ability to articulate a vision about preparing youth for the future—from social, economic, cultural and personal perspectives—to partners, funders and the community;
- Highly positive and enthusiastic style capable of motivating others;
- Skills and energies to build a team and lead effective staff development and training;
- Experience and competencies in working in a multiracial, multicultural environment;
- Experience and/or understanding of the development of educational programs in nonprofit or K-12 settings;
- Self-motivated, able to work independently without daily supervision from PD;
- Experience in supervising staff, volunteers and/or interns;
- Ability to deal effectively with ambiguity of tasks and able to take initiative;
- Have previous experience working and building relationships with families;
- Experience working collaboratively with community organizations, schools, and youth;
- Ability to present oneself in a highly professional manner and be an ambassador of the organization;

- Excellent project coordination and planning skills;
- Excellent written and verbal communication skills;
- Ability to work flexible hours, including Saturdays;
- Computer skills- Microsoft Word, Excel, PowerPoint, & Publisher
- Own a laptop computer; and,
- Have reliable transportation.

### **Hours**

40 hours per week. Seasonal employment of approx. 12 weeks.

### **Salary**

\$13.00 per hour.

**\*To apply, please submit your resume, cover letter, and two references via mail or email no later than February 8, 2012 to:**

*Demarra Gardner, Founding Executive Director  
Educating for Freedom in Schools  
P.O. Box 51445  
Kalamazoo, MI 49005  
Email: [freedomsschoolskzoo@gmail.com](mailto:freedomsschoolskzoo@gmail.com)*

*\*All applicants are expected to have basic knowledge of the CDF Freedom Schools® national model. Please visit [www.freedomsschools.org](http://www.freedomsschools.org) to learn more. **In addition, this position is contingent upon obtaining 2012 funding.***

**EFIS is an equal opportunity employer and therefore does not discriminate on the basis of race, ethnicity, gender, ability, language, religion, sexual orientation, age or family status.**